



MOTORCITIES NATIONAL HERITAGE AREA 2008 GRANTS PROGRAM

GRANTS PROGRAM INFORMATION

MotorCities National Heritage Area is dedicated to preserving, interpreting and promoting the automotive and labor heritage of the State of Michigan. Encompassing 10,000 square miles in southeastern and central Michigan, our region has been the center of automotive invention and production for over a century.

MOTORCITIES GRANTS PROGRAM GOALS

The programs and activities of the MotorCities National Heritage Area are designed to increase tourism throughout the State of Michigan; develop and deploy educational and informational programs that tell the story of the American automobile industry and labor in our region; and encourage revitalization through conservation. MotorCities is one of the few National Heritage Areas that celebrates a “living industry” and as such, we tell the story of the past, present and future of the automotive industry and labor. MotorCities’ initiatives also seek to expand our audience by taking advantage of multimedia tools to present information in a compelling, intuitive and entertaining way.

Partnership are a key factor in accomplishing our mission and the intent of the MotorCities Grants Program is to engage partners who can leverage additional resources and encourage collaboration as well as initiate, support and grow community-based automotive and labor heritage initiatives within our region.

Grants will be awarded to projects that are consistent with our mission and our initiatives. Projects must accomplish one or more of the following:

- 1) Increase tourism;
- 2) Expand educational and informational programs; and
- 3) Encourage revitalization efforts.

RANGE OF AWARDS

Requests for grant funds may range from \$500 up to \$10,000. For fiscal year 2008, the MotorCities Grants Program is funded in the amount of \$100,000.

Special events and programs are eligible, but awards cannot exceed \$1,000. 15% of the total Grants Program has been earmarked to be made available for special events and/or programs. Special events and programs can include: car shows/rallies/cruises; annual conferences or events; one-time special events/ programs/receptions. Fundraising events are ineligible.

All grants must be completed within a 12-month time period, the time period beginning with the disbursement of funds.

Any project expenditures that occur prior to the awarding of a grant cannot be included in the MotorCities grant request.

All grant recipients shall follow the MotorCities Purchasing Policies (see Purchasing Policies section below).

ELIGIBLE GRANTS PROGRAM APPLICANTS

If you received a 2007 grant (mini-grant or grant) from MotorCities, you are not eligible to apply in 2008.

Eligible applicants may include: non-profit organizations, a for-profit/business site within an established Stewardship Community or recognized Affiliate, educational or cultural institutions, or individuals.

INELIGIBLE GRANTS PROGRAM PROJECTS

Grants will not be made for the following types of projects:

- General operating expenses
- Computer and/or computer systems repair/acquisition
- Acquisition of, or additions, renovations, or improvements to, real estate including buildings and land improvements
- Off-site costs associated with school field trips, including but not limited to bus rental expenses and venue admissions
- Endowments
- Any fundraising activities/events
- Any food and/or beverage expenses

MATCHING FUNDS

Matching funds are not required. However, preference will be given to projects that are able to provide matching funds on a minimum one-to-one cash basis at the time of application. For instance, if the entire cost of the proposed project is \$20,000, the applicant may request up to \$10,000 in funds from the MotorCities Grants Program. Thus, to fulfill the matching requirements, the recipient or a third party source must provide a cash match of \$10,000.

To be eligible for the matching preference, the applicant must document the ability to provide matching funds on a minimum of a one-to-one cash basis at the time of application.

Applications must include a copy of the commitment letter from the matching organization documenting the amount of matching funds available and outlining the purpose of funds received from the matching organization. If the applicant is providing the match, please provide a letter signed by the applicant's financial officer or authorized representative documenting the amount of matching funds available and able to be contributed to the project. This letter must also indicate that the matching funds will not be utilized for ineligible expenses as indicated below.

Expenses not eligible for to count as match include: regular operating expenses of sites/organizations; and routine maintenance and/or repair costs.

2008 GRANTS PROGRAM APPLICATION REQUIREMENTS

All applicants must submit:

- 1) A MotorCities 2008 Grant Program Application
- 2) Required supporting documents

Use only a paper clip or clamp to bind the completed application. Please do not bind applications in any other manner or place them in special folders or covers. Send one (1) copy of a signed Application Form (and supporting documents) to:

Suzanne McGill
Director of Financial Services and Grant Administration
MotorCities National Heritage Area
200 Renaissance Center
Suite 3148
Detroit, MI 48243

Applications will be accepted via U.S. mail, FedEx, or UPS. Faxes or emails will not be accepted.

All applications must be received by **Friday, July 25, 2008**. Applications received after that date will not be considered.

PROCEDURE FOR REVIEW OF APPLICATIONS

Grant applications must be received by **Friday, July 25, 2008**. Announcements will be made regarding selected applications by **Friday, August 8, 2008**.

DISBURSEMENT PROCEDURES

Formal grant agreement documents shall be distributed to the successful applicants, and they must be executed and returned to MotorCities by **Friday, August 29, 2008**. Once the formal documents have been received, MotorCities shall disburse 50% of the entire grant award to the designated fiduciary agent. The remaining 50% of funds shall be disbursed upon grant closeout. Within 30 days of the completion of the project, Grant Recipients shall provide a Close-Out Report, including a summary of the project and associated expenses, and provide an electronic copy of all final work products to MotorCities.

In all signs, film, printed media, or press releases associated with funded projects, the Grant Recipient shall clearly identify MotorCities National Heritage Area as a supporter.

If the grant is not completed within the 12-month time limit, MotorCities retains the right to cancel the grant and request that any unspent funds be returned to MotorCities.

2008 PURCHASING POLICIES AND PROCEDURES

COMPETITIVE BIDDING AND SPECIFICATIONS

Grant recipients shall pursue and document three bids on all purchases of goods or services over \$500.

PURCHASES FROM SMALL, LOCAL, AND MINORITY OWNED BUSINESSES

Grant Recipients shall actively solicit bids from local businesses including women and minority-owned businesses and these vendors will be given primary consideration in contracts and purchases if their bids are price competitive. Documentation of this bid process and selection shall be included in the Close-Out Report.

VENDORS LIST

Grant recipients are to apply best efforts to achieve the goal of utilizing vendors that provide products and services that are American made by union labor within the NAFTA zone to the extent they are available. Given that our stakeholders include the UAW and AFL-CIO, MotorCities strongly encourages the use of union print shops displaying the union “bug” on all printed materials and merchandise. If the Grant Recipient’s project includes any part of the labor story, the use of union vendors to produce merchandise and materials, printed or otherwise, is a requirement. Documentation of your vendor selection shall be included in the Close-Out Report.

RECYCLING

All products and services purchased must use post-consumer recycled or environmentally-sustainable materials to the extent that they are available and within budget. The recycled logo must appear on all printed materials. Documentation of your recycling and use of sustainable materials policy throughout the project shall be included in the Close-Out Report.

OWNERSHIP OF PRODUCT

All materials or products prepared or purchased utilizing funds received through the MotorCities Grant Program will remain the ownership of the Grant Recipient.

RECOGNITION

In all signs, film, printed media, or press releases associated with funded projects, the Grant Recipient shall clearly identify MotorCities National Heritage Area as a supporter.